EXHIBITOR

SERVICE MANUAL

Society for Vascular Ultrasound
Annual Conference & Exhibits

Disney's Contemporary Resort
Lake Buena Vista, Florida

August 7 - 9, 2014

BH&L Decorators, Inc.
Conventions • Trade Shows

BH&L Decorators, Inc.
Conventions • Trade Shows
7601 Chancellor Dr • Orlando, Florida 32809
Telephone: (800) 995-4245 • Fax (407) 851-3090

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BOOTH EQUIPMENT:

Each inline booth will be set with 8' high panels of **teal** and **grey** back drape and 3' high **teal** side divider drape. A one line identification sign will be provided indicating the name of the exhibiting company and booth number.

Each 10' x 10' inline booth will consist of:
One - 7" x 44" identification sign. Copy for this sign is provided by Show Management.

Any damage to BH&L materials will be the responsibility of the exhibitor. All items provided are on a rental basis.

BOOTH/AISLE CARPET:

The exhibit hall **is** carpeted. BH&L Decorators offers a variety of carpet colors if you wish to customize your booth (please refer to the carpet order form in this kit for information).

SHIPPING INFORMATION:

ADVANCE WAREHOUSE SHIPMENTS

BH&L Decorators, Inc. will accept freight beginning **July 7, 2014** at the address below. Shipments received after **July 22, 2014** will be charged a 25% surcharge. Shipments arriving after **August 4, 2014** will be refused.

The advance warehouse will receive shipments Monday - Friday from 8:00 am - 4:00 pm.

SHOW SITE SHIPMENTS

BH&L Decorators, Inc. will accept freight on **August 5 - 6, 2014** at the address below. Do not ship your materials to arrive prior to these dates. All shipments must be consigned to "c/o BH&L Decorators, Inc." to enable us to accept them for handling. If exhibit material is shipped to the facility, the facility may turn it over to BH&L Decorators, Inc. for distribution to your booth. This will result in charges from BH&L Decorators, Inc. and the facility.

ADVANCE WAREHOUSE SHIPPING ADDRESS

Show Name: SVU 2014
To: Name of Exhibitor & Booth Number
c/o: BH&L Decorators, Inc.
7601 Chancellor Dr.
Orlando, FL 32809

SHOW SITE SHIPPING ADDRESS

Show Name: SVU 2014
To: Name of Exhibitor & Booth Number
c/o: BH&L Decorators, Inc.
Disney's Contemporary Resort
4600 North World Drive
Lake Buena Vista, Fl 32830

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SHOW SCHEDULE:

INSTALLATION

Wednesday, August 6, 2014 from 10:00 am - 4:00 pm

SHOW HOURS

Thursday, August 7, 2014 from 9:45 am - 4:00 pm and 6:00 pm - 8:00 pm
Friday, August 8, 2014 from 9:30 am - 4:00 pm
Saturday, August 9, 2014 from 9:30 am - 2:00 pm

DISMANTLE

Saturday, August 9, 2014 from 2:00 pm - 5:00 pm

Drivers other than the Official Show Carrier must check in by 5:00 pm

Please note: this show moves out on overtime; all applicable surcharges will apply.

MISCELLANEOUS:

The following ancillary forms are included in the exhibitor manual:

PSAV - Electric
American Audio Visual
Smart City - Internet
Smart City - Phone
Facility - Sign Hanging

Questions? Contact BH&L Decorators, Inc. at 800-995-4245, 407-851-9080 or exhibitorservices@bhldecorators.com.

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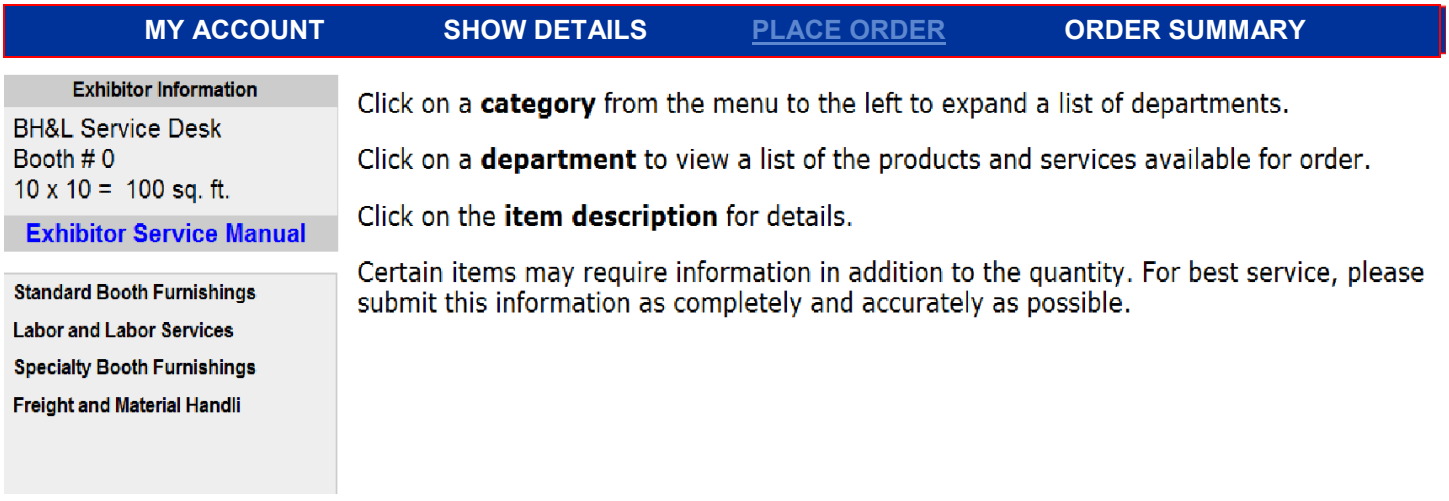
ONLINE ORDERING INSTRUCTIONS:

1. Go to www.bhldecorators.com
2. Click on Online Ordering
3. Click on the logo for your show
4. Enter your User ID and password (from the email sent to your company's address on file)
5. Once logged in, you will be prompted to review your information and complete the credit card authorization
6. You are now ready to begin the ordering process!

HELPFUL HINTS:

- Be sure to review the information on the Show Details page for move-in times, shipping addresses, etc.
- Please note your booth information to the left—your square footage will be needed if ordering carpet or cleaning.
- The complete Exhibitor Service Manual is available to download in Adobe PDF.
- See the screenshot below for directions on how to place an order.
- You may view your Order Summary at any time. From this screen, you can update the quantity or delete an item. NO PAYMENT INFORMATION IS REFLECTED. Your credit card will not be charged until your Customer Service Representative has reviewed and processed your order. You can either print the Order Summary or send it to the email address we have on file.


MY ACCOUNT
SHOW DETAILS
PLACE ORDER
ORDER SUMMARY
Exhibitor Information
BH&L Service Desk
Booth # 0
10 x 10 = 100 sq. ft.
Exhibitor Service Manual
Standard Booth Furnishings
Labor and Labor Services
Specialty Booth Furnishings
Freight and Material Handli
Click on a category from the menu to the left to expand a list of departments.
Click on a department to view a list of the products and services available for order.
Click on the item description for details.
Certain items may require information in addition to the quantity. For best service, please submit this information as completely and accurately as possible.

Fire Department Regulations

Dear Exhibitor:

We are pleased that you will be having your exhibit in our city, and we want to help you make it both safe and successful. Special attention must be given to many details, so we hope you will call the Fire Prevention Division for consultation.

To help you in planning your event, we offer some key information. Attention to these requirements will prevent problems. They apply to all public assemblies & exhibitions.

We will provide the required permit for assemblies of 100 or more people following review of a plan showing the capacity and location of aisles & exits which must be kept on display at the assembly.

Listed below are additional requirements to follow for safety:

- Install display or exhibit so as not to interfere with access to exits or visibility of exits, or of exit signs. Also, it is important not to block access to fire fighting equipment and/or emergency equipment.
- Use flame retardant materials for all displays, table covers, tablecloths, streamers, booths and decorations.
- We will assign an inspector to fire watch and first aid if deemed reasonable, with the individual compensated by the exhibit operator or promoter.
- Prior approval should be obtained before using an open flame lighting device.
- The required way to display vehicles inside a building is to disconnect the positive lead of the battery, drain the fuel tank to **one-quarter tank or less,** and tape or lock fuel caps; LP tanks should be removed from all vehicles. WRITTEN NOTIFICATION OF PLANS TO BRING A VEHICLE ONTO THE SHOW FLOOR MUST BE MADE TO THE SHOW CONTRACTOR AT LEAST FOUR WEEKS PRIOR TO SHOW SET-UP SO THAT THE PROPER PERMITS CAN BE OBTAINED.
- When LP gas is used, five pound non-refillable containers are permitted temporarily inside buildings for demonstration purposes, if spaced not closer than 20 feet from each other, but no spare tank storage is allowed inside. All LP tanks must be removed from the exhibit floor each night.

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PAYMENT POLICY & CREDIT CARD AUTHORIZATION FORM

For discount price, order and payment must be received by **July 22, 2014.** Orders received after the discount deadline may be substituted based on availability.

Discount Prices: To qualify for discount prices, orders must be received with full payment on or before the discount deadline.

Payment for Services: **We require your credit card charge authorization to be on file with BH&L even if paying by check, cash or bank wire transfer**.

Payment may be made by company check, cash, wire transfer or credit card authorization. For your convenience, we will use your charge authorization for any unpaid balances.

Any additional costs incurred for orders or services placed at show site are due and payable upon order placement. All adjustments must be made at show site.

ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

All accounts must be settled at the BH&L Service Desk prior to show closing. Your show site representative must be made aware of this policy and have means of payment, unless credit card authorization is provided.

If paying by credit card, this form will be used as your authorization to charge any additional amounts incurred by you or your show representative, including material handling and labor charges. Any charge back fee resulting from invalid charge disputes will incur a $35.00 fee per occurrence.

In the event that you have arranged for an agent to handle your display, your agent will be required to adhere to this policy as we will not bill a third party. If this policy is not adhered to, the exhibitor shall then be liable for payment.

INTERNATIONAL EXHIBITORS: We require 100% pre-payment of advance order(s). Payment must be rendered by wire transfer, cash, company check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard or Visa Credit Cards.

Exhibitors will be assessed a $35.00 service charge for any returned check(s). **A finance charge of 1 1/2% per month (18% per annum) will be added to any outstanding invoices.**

This form must be returned to BH&L for your order(s) to be processed.

Please complete the information requested and return payment in full with this form and your orders.

I agree in placing this order that I have accepted BH&L's Payment Policy.

MANDATORY FORM

PLEASE PRINT CLEARLY OR TYPE: Check the appropriate box, list card number, expiration date and V Code.

American Express ☐ **Master Card** ☐ **VISA** ☐ **Expiration Date** _____ **V CODE** _____

(Credit Card Number)

Cardholder's Signature: _____

Cardholder's Name *(please print or type)*: _____

Cardholder's Billing Address: _____

PLEASE PRINT CLEARLY OR TYPE ****Signature also indicates you have read and agree to BH&L's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

Standard Furnishings

Counter Stool

Padded Arm Chair

Padded Side Chair

Molded Side Chair

22" x 28" Sign Holder

8' Horizontal Tackboard

Easel

42" High Draped Table

30" High Draped Table

Items received may not be exactly as pictured.

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FURNITURE ORDER FORM

For discount price, order and payment must be received by **July 22, 2014.** Orders received after the discount deadline may be substituted based on availability.

CANCELLATION POLICY: Items cancelled after delivery to booth will be subject to a 100% charge **of the original price.**

USE OF EQUIPMENT: Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. BH&L Decorators, Inc. cannot be responsible for injuries or falls caused by the improper use of rental furniture. All materials are on a rental basis and remain the property of BH&L Decorators, Inc.

Qty.	**24" Wide Draped Tables** (white plastic top; draped on 3 sides) Circle your drape color below	Disc. Price	Stand. Price	Sub-total
	4' long x 30" high	$81.00	$101.00	
	4' long x 42" high	$110.00	$138.00	
	6' long x 30" high	$100.00	$125.00	
	6' long x 42" high	$130.00	$163.00	
	8' long x 30" high	$124.00	$155.00	
	8' long x 42" high	$150.00	$188.00	
	Fourth side draping	$30.00	$37.00	

Circle Drape Color:	Red	Blue	Grey
	Burgundy	Rose	White
	Teal	Black	Purple

	24" Wide Undraped Tables (white plastic top)	Disc. Price	Stand. Price	Sub-total
	4' long x 30" high	$55.00	$69.00	
	4' long x 42" high	$84.00	$105.00	
	6' long x 30" high	$74.00	$93.00	
	6' long x 42" high	$103.00	$129.00	
	8' long x 30" high	$98.00	$123.00	
	8' long x 42" high	$124.00	$155.00	

Total of Items Ordered: $_____ + 6.5% Tax: $_____ = Amount Due: $_____

Qty.	Accessories	Disc. Price	Stand. Price	Sub-total
	Padded arm chair	$60.00	$75.00	
	Padded side chair	$51.00	$64.00	
	Counter stool	$68.00	$85.00	
	Director's chair – low height; white	$56.00	$70.00	
	Molded side chair	$41.00	$51.00	
	Wastebasket	$14.00	$18.00	
	Easel	$24.00	$30.00	
	22" x 28" chrome sign holders	$48.00	$60.00	
	Pegboard 4' x 8' horizontal	$124.00	$155.00	
	Pegboard 4' x 8' vertical	$124.00	$155.00	
	Tackboard 4' x 8' horizontal	$124.00	$155.00	
	Tackboard 4' x 8' vertical	$124.00	$155.00	
	Glass showcase	$420.00	$525.00	
	Clothing rack/Bag rack	$47.00	$59.00	
	Risers are 8" wooden planking topped in white plastic.			
	4' undraped table riser - 1 step	$27.00	$34.00	
	6' undraped table riser - 1 step	$33.00	$41.00	
	8' undraped table riser - 1 step	$39.00	$49.00	
	White riser draping - priced per linear foot	$6.00	$8.00	
	For 2 step risers - add an additional:	$16.00	$20.00	
	8' Uprights	$11.00	$14.00	
	3' Uprights	$11.00	$14.00	
	Cross beams	$11.00	$14.00	
	8' Masking drape	$12.00/lf	$15.00/lf	
	3' Masking drape	$12.00/lf	$15.00/lf	

Circle Masking Drape Color:	Red	Blue	Grey
	Burgundy	Rose	White
	Teal	Black	Purple

PLEASE PRINT CLEARLY OR TYPE ****Signature also indicates you have read and agree to BH&L's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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CARPET & PADDING ORDER FORM

Pre-cut carpet standard sizes

Qty		Discount Price	Standard Price
	9' x 10'	$131.00	$164.00
	9' x 20'	$262.00	$328.00
	9' x 30'	$394.00	$493.00
	9' x 40'	$525.00	$656.00
	Custom cut ____ ft. x ____ ft. = ____ sq. ft. @	$2.20/sq. ft.	$2.75/sq. ft.

Circle Carpet Color: Red Blue Grey Burgundy Teal Black Purple

Carpet accessories		Discount Price	Standard Price
sq. ft.	Comfort carpet padding per sq. ft.	$1.15	$1.45
linear ft.	Rug taping per lin. ft.	$2.10	$2.50
sq. ft.	Visqueen per sq. ft.	$1.15	$1.45

Plush carpet is available. See the enclosed form or contact your Customer Service Representative at 800-995-4245. No refunds on custom cut carpet after discount deadline. No refunds on standard carpet after installation. If color is not selected, BH&L will do so at no risk.

Total of Items Ordered: $_____ + 6.5% Tax: $_____ = Amount Due: $_____

PLEASE PRINT CLEARLY OR TYPE ****Signature also indicates you have read and agree to BH&L's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

IMPORTANT NOTICE

Booth cleaning is not
part of your booth package.

To order cleaning,
please fill out the enclosed
cleaning order form or see
your Customer Service
Representative at the
BH&L Service Desk when
you arrive at show site.

Thank You

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CLEANING ORDER FORM

BOOTH CLEANING - All rental carpets are delivered clean to your space. However, during set up, the carpet can become soiled. We suggest you order cleaning services at least once before the show opens.

Vacuuming or sweeping of booths and the emptying of wastebaskets are not included in your booth space rental. If you desire these services, you must order them. All rates are based on gross square footage of your booth ***with a 100 square foot minimum per day. WHEN ORDERING DAILY CLEANING, YOU MUST ORDER FOR EVERY SHOW DAY.***

_____ sq. ft. x .31	Vacuuming Carpet - Prior to show opening only not required when ordering daily
_____ sq. ft. x .28 x 3 days	Vacuuming Carpet - Daily
_____ sq. ft. x .60	Shampooing Carpet - Indicate Date(s): _____
_____sq. ft. x .25	Anti-Static Spraying - Indicate Date(s): _____

PORTER SERVICE - This excess trash removal service is provided every 2 hours during the show up to a maximum of 8 hours straight time.

Indicate date: _____	One Day - 500 sq. ft. & under	$90.00
Indicate Date: _____	One Day - 501 sq. ft. & over	$115.00
Indicate Dates: _____	Daily - 500 sq. ft. & under	$85.00/day
Indicate Dates: _____	Daily - 501 sq. ft. & over	$110.00/day

Total of Items Ordered: $_____ + 6.5% Tax: $_____ = Amount Due: $_____

PLEASE PRINT CLEARLY OR TYPE ****Signature also indicates you have read and agree to BH&L's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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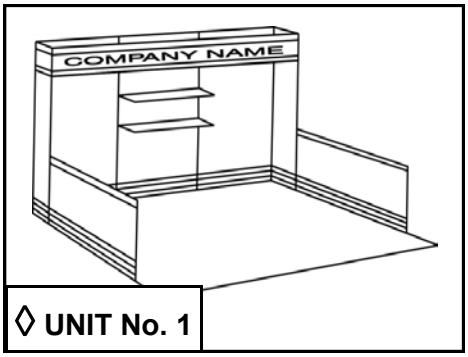
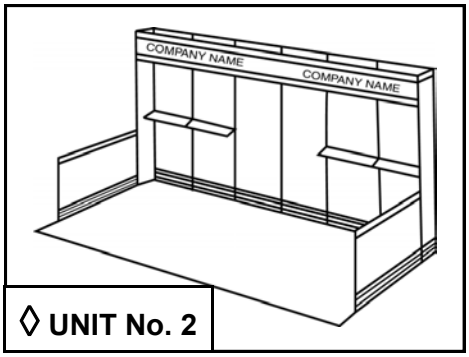
RENTAL EXHIBITS ORDER FORM

RENTAL EXHIBITS ORDERED AFTER THE DISCOUNT DEADLINE WILL BE CHARGED AN ADDITIONAL 30%.

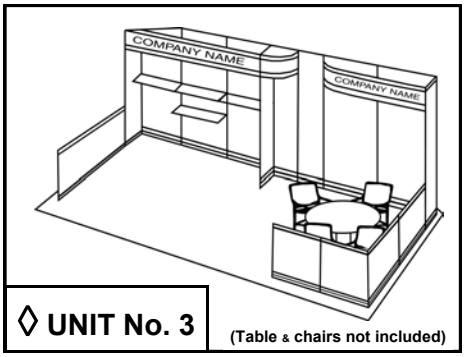
Units include: two shelves per 10 ft. section, **standard white panels**, standard carpet, backwall lighting (electricity not included) and header. Standard header copy is in black block lettering listing the company name only. Specialized graphics and logo reproductions must be quoted separately. Fabric panels are Velcro friendly.



◊ UNIT No. 1



◊ UNIT No. 2



◊ UNIT No. 3 (Table & chairs not included)

	Unit No. 1	8' x 10'	$1676.00
	Unit No. 1	10' x 10'	$1676.00
	Unit No. 2	8' x 20'	$3486.00
	Unit No. 2	10' x 20'	$3486.00
	Unit No. 3	10' x 20'	$4910.00
	Custom Rental Unit	(any size)	Quote
	Colored/Fabric Panels		Quote
	Lighted Header for Rental Units		$129.00
	Additional Shelves	Each	$39.00
	Table Top Exhibit	42" H	$431.00
	1 Meter Credenza Colored/Fabric Panels	Wh. Panels	$350.00 Quote
	2 Meter Credenza Colored/Fabric Panels	Wh. Panels	$425.00 Quote
	Sliding Doors-Credenzas	Wh. Panels	$75.00
	Lock for Sliding Doors	Each	$25.00

Circle Carpet Color:

Black Red Blue Grey

Burgundy Teal Purple

Padding can be ordered on the carpet order form. Plush carpet is available. Call your Customer Service Representative for a quote.

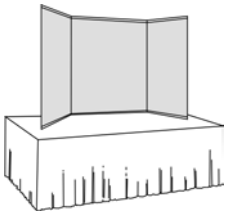


Table Top Exhibit
with
Grey Fabric Panels
(6' table and graphics
not included)

1 meter or 2 meter credenza
(Add your company logo and/or graphics for an additional charge)

DON'T WASTE GREAT ADVERTISING SPACE!

BH&L can add your company logo and digital graphics on any panel(s).

Call your Customer Service Representative at **800-995-4245** for more information.

CUSTOM RENTAL UNITS ARE AVAILABLE

TOTAL OF ITEMS ORDERED:	_____
TAX 6.5%:	_____
BALANCE DUE:	_____

HEADER COPY: _____

PLEASE PRINT CLEARLY OR TYPE ****Signature also indicates you have read and agree to BH&L's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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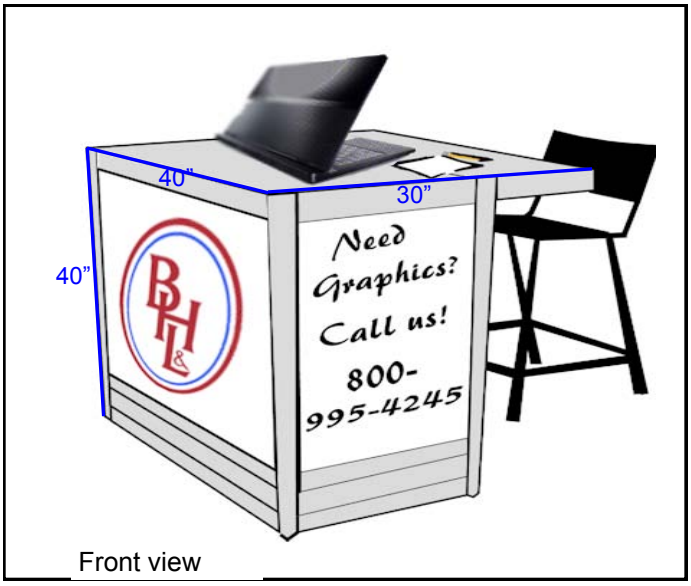
COMPUTER KIOSK RENTAL ORDER FORM

RENTAL KIOSKS ORDERED AFTER THE DISCOUNT DEADLINE WILL BE CHARGED AN ADDITIONAL 30%.



Front view

Back view

Units include: Sliding door storage cabinet and keyboard shelf. Units are constructed of standard white panels. *Colored* or *Velcro friendly fabric panels* available at an additional charge. *Lockable doors* are available at an additional charge. Specialized graphics and logo reproductions are available. Please contact your BH&L Customer Service Representative for a quote.

Qty.	Description	Price
	Computer Kiosk Unit white panels	$453.00
	Colored/Grey Fabric Panels	Quote
	Lockable doors	$25.00 Additional
	Company logos and/or graphics for white or colored panels	Quote

Dimensions:
Front Panel: 38 1/8" x 31 1/2"
Side Panel: 18 1/2" x 31 1/2"

TOTAL OF ITEMS ORDERED:	_____
TAX 6.5%:	_____
BALANCE DUE:	_____

Please contact your BH&L Customer Service Representative for a quote.

PLEASE PRINT CLEARLY OR TYPE ****Signature also indicates you have read and agree to BH&L's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

Looking for Custom Furniture?

For a complete listing of Custom Furnishings and prices, e-mail sales@bhldecorators.com, or call our Customer Service Department at 800-995-4245 and ask for a Custom Furniture Brochure to be e-mailed to you.

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GRAPHICS & SIGN ORDER FORM

For discount price, order and payment must be received by **July 22, 2014.** Orders received after the discount deadline may be substituted based on availability.

When ordering signs, please provide the following information.

A. Size
B. Exact Copy
C. Colors (for copy & show card)
D. Indicate vertical or horizontal

Prices listed below are for one color copy, single sided on white background.

Standard Sizes	Qty	Discount Price	Standard Price	Total
7" x 44"		$47.00	$71.00	$
11" x 14"		$53.00	$80.00	$
14" x 22"		$63.00	$95.00	$
22" x 28"		$79.00	$119.00	$
28" x 44"		$126.00	$189.00	$
Other sizes		Quote		
Easel Back		$8.00	$12.00	$

TOTAL OF ITEMS ORDERED:	**$**
SALES TAX 6.5%:	**$**
BALANCE DUE:	**$**

BH&L can provide you with high quality digital graphic reproduction. Capabilities include photo quality, high resolution digital printing, virtually any size for banners, signage, exhibit graphics, etc.

W _____ X _____ H = _____ sq. ft.

$13.00 per sq. ft discount price, $20.00 standard price per sq. ft.

Sq. ft. _____ X $_____ = $_____

- Minimum order per graphic: 9 sq. ft.
- Double sq. ft. for double-sided graphics
- File conversion, retouching, cloning, or color correcting may incur additional design labor charges.
- If required, there will be an additional charge for design labor to prepare logos for reproduction.

Application/Artwork/Fonts: Please use original artwork and send to us as Illustrator 8.0, EPS, or TIFF. It is imperative that all fonts are included or create outlines of all text. Resolution must be at least 150 DPI (dots per inch). Large artwork may be downsized if scaled proportionately (to 1/4, 1/2, 3/4 size). Please indicate which scale is used. All artwork must be accompanied by a hard copy. Send CMYK or PMS colors match. Call us for further details.

- There will be an additional charge for reproduction of emblems, logos, trademarks, specialty signs, custom graphics, banners, etc. Quotes will be provided upon request.
- Preserve your signs with laminate for $.03 per sq. inch.
- Show site orders quoted upon request.

All graphics are subject to a 100% cancellation charge.

SIGN COPY AS FOLLOWS (or attach copy with order):

PLEASE PRINT CLEARLY OR TYPE ****Signature also indicates you have read and agree to BH&L's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

BH&L Decorators, Inc.
Conventions • Trade Shows
7601 Chancellor Dr • Orlando, Florida 32809
Telephone: (800) 995-4245 • Fax (407) 851-3090

Society for Vascular Ultrasound
Annual Conference & Exhibits

Disney's Contemporary Resort
Lake Buena Vista, Florida

August 7 - 9, 2014

For discount price, order and payment must be received by **July 22, 2014.** Orders received after the discount deadline may be substituted based on availability.

FLORAL ORDER FORM

Orders placed after the discount deadline will be filled on availability and charged an additional 25%.

All charges for rental items include container, delivery to booth and removal at close of show.

	Rental Price	Quantity	Total Price
Fern	$ 50.00	_____	$_____
Green plants for table top	$ 50.00	_____	$_____
2' Green Plants	$ 65.00	_____	$_____
3 - 4' Green Plants	$ 75.00	_____	$_____
5' Green Plants	$ 100.00	_____	$_____
6' Green Plants	$ 150.00	_____	$_____
7' & Taller Green Plants	Quoted	_____	$_____
Small Flower Arrangement - *Color Preference:* _____	$ 90.00	_____	$_____
Large Flower Arrangement - *Color Preference:* _____	$ 125.00	_____	$_____
Misc. Flowering Plants:			
Color Preference:_____ (if available)	$ 50.00	_____	$_____
Custom Design Arrangements (*Call for quote)*			
Size: _____ *Height:* _____ *Color:* _____	$ _____	_____	$_____

If color preference is not selected or is not available, BH&L will select at no risk. All flowering plants are based upon availability.

SUBTOTAL: _____ $_____

TAX 6.5%: _____ $_____

TOTAL DUE: _____ $_____

Floral orders can be placed at the BH&L Service Desk during Exhibitor move-in hours. A minimum of 24 hours notice must be allowed for delivery. Every effort will be made to fill floor orders.

No credits or refunds on floral orders. Damaged or stolen plants are Exhibitor's responsibility, to be paid at retail value.

PLEASE PRINT CLEARLY OR TYPE ****Signature also indicates you have read and agree to BH&L's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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EXHIBITOR APPOINTED CONTRACTOR FORM (EAC)

DEADLINE DATE: JULY 7, 2014

NAME OF SHOW AND EXHIBITOR NAME IS REQUIRED ON THE CERTIFICATE OF INSURANCE.

In the event an Exhibitor plans to utilize a firm other than BH&L Decorators, Inc. for installation and dismantle labor, the **EXHIBITOR** must complete and fax to 407-851-3090 or mail this form to:

BH&L Decorators, Inc.
7601 Chancellor Drive
Orlando, Florida 32809
Phone: 407-851-9080

In the event this form is not received by **JULY 7, 2014,** the EAC will not be permitted to service your exhibit.

BH&L will not bill a third party for charges incurred.

In addition, a Certificate of Insurance showing General Liability Coverage naming BH&L Decorators, Inc., *as an additional named insured and certificate holder*, **plus** confirmation of Workers Compensation insurance, must be submitted, with this form, to BH&L Decorators by your EAC no later than **JULY 7, 2014** or they will not be allowed on the floor. The insurance must be valid in the state where the work is being performed.

The exposition floor, aisles, loading docks, service and storage areas will be under the control of BH&L Decorators. The EAC must coordinate all of its activities with BH&L Decorators, Inc.

The EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. It will be the responsibility of the EAC to remove from the floor all tape installed, any bulk trash from the booth floor and any bulk trash from the exhibit hall (such as skids or crates) or the exhibitor will be billed accordingly by BH&L Decorators, Inc.

These requirements will be strictly enforced. In the event that these rules are not adhered to, labor must be hired though BH&L Decorators, Inc.
These requirements will be strictly enforced. In the event that these rules are not adhered to, labor must be **hired through BH&L Decorators, Inc.**

Exhibiting Company: Booth #:
Telephone:
Exhibitor Contact :
Exhibiting Firm's Officer's Signature:
EAC/Display House:
Contractor Contact Name:
Contractor Telephone:
Contractor's Email:

BH&L Decorators, Inc.
Conventions • Trade Shows
7601 Chancellor Dr • Orlando, Florida 32809
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LABOR ORDER FORM

- All labor is performed by trained & skilled personnel. To insure ample availability of labor, ***PLEASE ORDER IN ADVANCE.***
- Starting time can be guaranteed only when labor is ordered for 8:00 AM. BH&L Decorators will attempt to provide labor at all other ordered times, however, in some cases it may be impossible to have labor at an exact given time.
- If service A or B (see below) is not specified, labor will not be assigned until the exhibitor reports to the BH&L Service Desk.
- All labor is billed on a 1 man, 1 hour minimum. If exhibitor fails to pick up labor at time ordered, a one hour per worker no-show charge will be applied.
- As indicated on the *EAC* form, labor and services ordered for exhibitor by other contractors must be authorized prior to show setup in writing by the exhibiting company. A **Certificate of Insurance** must also be presented to BH&L prior to any other contractor beginning work on the show floor. Payment for labor and services is the responsibility of the exhibitor.
- **LABOR RATES add 6.5% tax to below rates:**
  $75.00/hour straight time: Weekdays 8:00 AM. - 4:30 PM.
  $112.50/hour overtime: All other hours on weekdays and all hours on Saturday and Sunday. Holidays will be billed at double the straight time rate.

ALL LABOR WILL BE BILLED IN ONE HOUR INCREMENTS.

SCHEDULE FOR LABOR	Number of Workers	Dates Required	Time	Approx. Hours *
Installation:				
Dismantling:				

▶ *Please Check Type of Service Required*

* Invoice will be calculated with the actual hours worked.

☐ **Service A:** All work performed by BH&L personnel. Please send any necessary information, blue prints, etc.

The charge for Service A is 30% of total labor bill with a $75.00 minimum charge.

Please Indicate:

☐ Yes ☐ No Set-up plans attached

☐ Yes ☐ No Photo attached

☐ Yes ☐ No Self-contained unit

Set-up plans in crate #:_____

Number of crates: _____

☐ **Service B** All work performed by BH&L personnel under the direct supervision of exhibitor's representative. ***Should the exhibitor's representative not be present during the entire time, BH&L assumes no liability.***

Please indicate:
Exhibitor's/Rep's. name: _____
Onsite phone number: _____

Other Services Available: (Please indicate if needed)

☐ Forklift labor Up To 3,000 lbs: $70.00 per hr + 1 hr (min) labor

☐ Banding $1.50 per lin. foot + 1 hr (min) labor

☐ Shrink wrapping per standard pallet $25.00 + 1/2 hr (min) labor

For other services/equipment please call BH&L @ 800-995-4245.

PLEASE PRINT CLEARLY OR TYPE ****Signature also indicates you have read and agree to BH&L's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

BH&L Decorators, Inc.
Conventions • Trade Shows
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August 7 - 9, 2014

MATERIAL HANDLING RATE SCHEDULE

Late to warehouse date: July 22, 2014

Ship prepaid only - collect shipments will be refused. Loose and uncrated materials will be received at show site only. ANY ADVANCE SHIPMENTS RECEIVED AFTER AUGUST 4, 2014 WILL BE REFUSED AND SHOULD BE REROUTED FOR DELIVERY TO THE SHOW SITE. All charges are based on in-bound weights only.

ADVANCE WAREHOUSE SHIPMENT

Rates Include:

- Unloading crated material
- Storing at BH&L warehouse for up to 30 days
- Reloading onto trucks and delivery to exhibit site
- Unloading materials and delivery to your booth
- Removing of empty shipping containers from your booth, storing and returning at close of show
- Reloading materials onto outbound transportation

Advantage:

- 30 day window for receipt of materials
- Materials in your booth prior to your arrival
- Ability to trace freight in advance of exhibition
- Advance notification in the event of visible damage to materials
- Installation labor can be easily scheduled

SHOW SITE SHIPMENT

MUST ARRIVE ON AUGUST 5 - 6, 2014

Rates Include:

- Unloading materials when received and delivery to your booth
- Removing of empty shipping containers from your booth, storing and returning at close of show
- Reloading materials onto outbound transportation

Important Factors:

- Materials must be received only on designated date(s)
- Limited control of delivery time schedule
- Unloading will occur on a "first come, first serve" basis as off loading area(s) become available
- Tracing capabilities diminish
- Limited time for repair/replacement in the event of damage
- Difficult to schedule installation labor

Please use following labels to address your shipment(s).

Advance Warehouse: $63.00 per CWT
with a 200 lb minimum (**CWT = 100 lbs**)
Charges for these services will be based on the inbound weight per shipment and will be rounded up to the nearest hundred weight.

_____lbs. x $63.00 per CWT + 6.5% tax =_____

Please use following labels to address your shipment(s).

Show Site: $59.00 per CWT
with a 200 lb minimum (**CWT = 100 lbs**)
Charges for these services will be based on the inbound weight per shipment and will be rounded up to the nearest hundred weight.

_____lbs. x $59.00 per CWT + 6.5% tax = _____

_____ _____
Exhibiting Company Name Booth #

Due to insurance & liability reasons, the use of forklifts, dollies, hand trucks and moving equipment is strictly prohibited and will require the use of BH&L Labor. Please contact your BH&L Representative at 800-995-4245.

SCHEDULE OF RATES: ALL WAREHOUSE SHIPMENTS RECEIVED AFTER JULY 22, 2014 WILL BE SUBJECT TO A 25% LATE HANDLING CHARGE.

SPECIAL HANDLING SURCHARGES: Materials delivered in a manner that require additional handling, such as ground unloading; stacked or constricted space unloading; designated piece unloading; mixed loads; no documentation or supporting paperwork; shipments that require additional time, equipment or labor to unload; loose or pad-wrapped materials; and/or un-skidded machinery will be assessed a **25% special handling fee.** A surcharge will be assessed for special trips, handling of shipments arriving at the advance warehouse after initial installation date, or for shipments arriving at show site after scheduled set-up times.

When move-in or move-out times are scheduled during **overtime hours** due to circumstances beyond the control of BH&L Decorators, Inc., an additional 25% in and/or 25% out will be applied. Overtime hours: Monday through Friday before 8:00 AM and after 4:30 PM, all hours on Saturday, Sunday and Holidays. **This show moves out on overtime.**

BH&L Decorators, Inc., will not be responsible for damage to uncrated and/or unskidded exhibit material, nor will we be responsible for concealed damage to material.

SHIPPING INSTRUCTIONS AT CLOSE OF SHOW (FOR INFORMATION PURPOSES ONLY). YOU ARE STILL REQUIRED TO FILL OUT A BILL OF LADING AT SHOW SITE.			
Consign To:			
Street Address:			
City:	**State:**		**Zip:**
Name of Carrier:	**Motor Freight:**	**Air:**	**Van Line:**
If Prepaid, Bill To:			
City, State and Zip:			

ALL SHIPMENTS MUST ARRIVE PREPAID

1. Shipments must be consigned to BH&L Decorators, Inc., as hotel and convention sites do not have the facilities to receive such shipments and may refuse them.
2. BH&L Decorators, Inc. will not be responsible for piece count or condition of shipments that are delivered without supporting bill of lading or delivery slip (i.e. FedEx, UPS).
3. It is understood that BH&L Decorators, Inc. and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to BH&L for material handling services are based on the value of the material handling services and the scope of BH&L's liability as herein set forth. The amounts payable to BH&L are unrelated to the value of the Exhibitor's property being handled by BH&L or its subcontractor. It is impractical and extremely difficult to fix the value of each shipment handled by BH&L or its subcontractors. It is agreed therefore that if BH&L or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to 30 cents per pound per article, with a maximum liability of $500 per item, or $1,000 per shipment, whichever amount shall be less, as agreed upon damages and not as a penalty, and such agreed upon damages shall be the Exhibitor's exclusive remedy.
4. Exhibits left on exhibit floor without return instructions will be returned to our warehouse and held for disposition at an additional charge. BH&L Decorators, Inc. will not be responsible for condition, count or content until such time as exhibits or materials are picked up for removal after the close of the exhibition.
5. Make certain all your material is properly insured against fire, theft and all hazards while in transit to and from your booth.
6. Exhibitor routings on outbound shipments will be honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a bill of lading. In the event the designated carrier fails to pick up by the specified time, such shipments will be rerouted by BH&L Decorators, Inc. **Specified (freight force) time can be obtained at the BH&L Service Desk or by calling customer service.**
7. All shipments requiring special handling for any reason, or due to length, width or height, will be handled on a time and material basis.
8. BH&L Decorators, Inc., as the Official Service Contractor, shall have control over all freight docks, doors, elevators and crate storage areas. Any shipment not handled by BH&L Decorators, Inc., but for which BH&L Decorators, Inc. is required to handle the storage of the empty shipping containers, a charge will be assessed.
9. To avoid confusion, remove all expired shipping labels before shipment.
10. Collect shipments will not be accepted unless written authorization is furnished by the shipper to accept the shipment. There will be a 25% surcharge ($15.00 minimum) based on the amount advanced by BH&L Decorators, Inc.

BH&L DECORATORS, INC. WILL ROUTE ALL SHIPMENTS
UNLESS SPECIAL ADVANCE ARRANGEMENTS ARE MADE . . .

INSURANCE
BH&L Decorators, Inc. will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation time, at the conclusion of the event, or prior to taking physical count and possession in preparation to moving such materials.

You agree to hold harmless BH&L Decorators, Inc., for responsibility for concealed and/or apparent damage to uncrated and/or unskidded exhibit material.

TERMS
Charges due upon presentation of invoice at show; payment received within 30 days of invoice date will be net, thereafter interest at the rate of 18% per annum will be added to the unpaid balance of the invoice until it is paid.

To assure the orderly processing of your material-handling service requirements it is absolutely essential that this form be READ, COMPLETED and SIGNED by an officer of your organization, and faxed to 407-851-3090.

Company Name:	**Address:**
Attention of:	**City/State:**
Signature:	**Title:**
Name of Show: SVU	**Booth #:**

EXHIBITOR MATERIALS

From (Shipper):

_____

_____

To: _____
(Exhibitor Name)

SVU 2014
c/o BH&L Decorators, Inc.
7601 Chancellor Dr.
Orlando, FL 32809
ADVANCE FREIGHT MUST BE DELIVERED BY:
August 4, 2014

Booth # : _____

No. _____ **of** _____ **pieces**

ADVANCE WAREHOUSE

EXHIBITOR MATERIALS

From (Shipper):

_____

_____

To: _____
(Exhibitor Name)

SVU 2014
c/o BH&L Decorators, Inc.
7601 Chancellor Dr.
Orlando, FL 32809
ADVANCE FREIGHT MUST BE DELIVERED BY:
August 4, 2014

Booth # : _____

No. _____ **of** _____ **pieces**

ADVANCE WAREHOUSE

EXHIBITOR MATERIALS

From (Shipper):

_____

_____

To: _____
(Exhibitor Name)

SVU 2014
c/o BH&L Decorators, Inc.
7601 Chancellor Dr.
Orlando, FL 32809
ADVANCE FREIGHT MUST BE DELIVERED BY:
August 4, 2014

Booth # : _____

No. _____ **of** _____ **pieces**

ADVANCE WAREHOUSE

EXHIBITOR MATERIALS

From (Shipper):

_____

_____

To: _____
(Exhibitor Name)

SVU 2014
c/o BH&L Decorators, Inc.
7601 Chancellor Dr.
Orlando, FL 32809
ADVANCE FREIGHT MUST BE DELIVERED BY:
August 4, 2014

Booth # : _____

No. _____ **of** _____ **pieces**

ADVANCE WAREHOUSE

EXHIBITOR MATERIALS

From (Shipper):

_____

_____

To: _____

(Exhibitor Name)

SVU 2014
c/o BH&L Decorators, Inc.
Disney's Contemporary Resort
4600 North World Drive
Lake Buena Vista, FL 32830

FREIGHT MUST BE DELIVERED ON:
August 5 - 6, 2014

Booth # : _____

No. _____ **of** _____ **pieces**

SHOW SITE

EXHIBITOR MATERIALS

From (Shipper):

_____

_____

To: _____

(Exhibitor Name)

SVU 2014
c/o BH&L Decorators, Inc.
Disney's Contemporary Resort
4600 North World Drive
Lake Buena Vista, FL 32830

FREIGHT MUST BE DELIVERED ON:
August 5 - 6, 2014

Booth # : _____

No. _____ **of** _____ **pieces**

SHOW SITE

EXHIBITOR MATERIALS

From (Shipper):

_____

_____

To: _____

(Exhibitor Name)

SVU 2014
c/o BH&L Decorators, Inc.
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August 5 - 6, 2014

Booth # : _____

No. _____ **of** _____ **pieces**

SHOW SITE

EXHIBITOR MATERIALS

From (Shipper):

_____

_____

To: _____

(Exhibitor Name)

SVU 2014
c/o BH&L Decorators, Inc.
Disney's Contemporary Resort
4600 North World Drive
Lake Buena Vista, FL 32830

FREIGHT MUST BE DELIVERED ON:
August 5 - 6, 2014

Booth # : _____

No. _____ **of** _____ **pieces**

SHOW SITE

BH&L Decorators, Inc.
Conventions • Trade Shows
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Society for Vascular Ultrasound
Annual Conference & Exhibits

Disney's Contemporary Resort
Lake Buena Vista, Florida

August 7 - 9, 2014

Form Deadline Date: July 22, 2014

PRE-PRINTED OUTBOUND SHIPPING LABELS REQUEST

Please complete this form and return to BH&L before the deadline date to receive printed labels. They will be available at the BH&L Service Desk at the close of the show.

Shipping Destination 1: Number of labels: _____ Please print clearly or type.

Company:	Contact :		Booth Number:
Street Address:	City:	State:	Zip Code :

Shipping Destination 2: Number of labels: _____

Company:	Contact :		Booth Number:
Street Address:	City:	State:	Zip Code :

Shipping Destination 3: Number of labels: _____

Company:	Contact :		Booth Number:
Street Address:	City:	State:	Zip Code :

Once your shipment is packed, ready to go, and has labels on it, return your Bill of Lading (BOL) to the BH&L Service Desk. Shipments without the BOL turned in will be shipped by the official show carrier at the exhibitor's expense.

BH&L does not accept responsibility for exhibitor property left on the floor unattended.

PLEASE PRINT CLEARLY OR TYPE ****Signature also indicates you have read and agree to BH&L's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

Your OFFICIAL Show Carrier

ABF® delivers trade shows

Choose ABF for on-site, on-time, damage-free service.

ABF can meet virtually any transit or delivery requirement. Choose ABF Assured Service® and your shipment is backed by a 100% satisfaction guarantee on our published transit times. Choose TimeKeeper® for guaranteed expedited or time-definite delivery. Next day, second day, third day. Whatever you need. Whenever you need it. We'll assign you a single-source contact to personally manage your transportation needs.

Relax and enjoy the show. No worries. No hassles. That's ABF.

ABF® tradeshow
On Site...On Time...Damage-Free.

800-654-7019

tradeshow@abf.com

REQUEST FOR INFORMATION

ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name _____ **Booth Number** _____

Show Date _____ **Show City** _____

Contractor _____

Name _____ **Title** _____

Company _____

Street Address _____

P.O. Box _____ **City** _____ **State** _____

Zip (P.O. Box) _____ **Zip (Street Address)** _____

Phone _____ **Fax** _____ **E-mail** _____

Estimated Exhibit Value _____

Normal Exhibit Weight _____ **Number of Shows Per Year** _____

Normal Number of Exhibit Pieces _____ **Crates** _____ **Cartons** _____ **Cases** _____ **Carpet** _____

Would you like to be included on future mailings? ☐ **Yes** ☐ **No**

Would you like an ABF Trade Show coordinator to call you with a quote or information? ☐ **Yes** ☐ **No**

Please send me a detailed information packet on ABF's Trade Show Service. ☐

Please fax completed form back to 800-836-3320

ABF tradeshow®

On-Site...On-Time...Damage-Free

tradeshow@abf.com

(800) 654-7019

3801 Old Greenwood Road • Ft. Smith • AR • 72908

Disney's Exhibitor Concierge

Disney's Contemporary Exhibitor Electrical Pricing

TO ORDER:

Mailing Information:
Audio Visual Department
Disney's Contemporary
P.O. Box 10,000
Lake Buena Vista, FL 32830

Phone: (407) 824-1774
Fax: (407) 938-0592

Email Information:
Exhibits.Contemporary@psav.com

SHOW NAME:	NAME OF FACILITY:
FIRM NAME:	SHOW DATES:
BILLING ADDRESS:	BOOTH:
TELEPHONE:	CITY, STATE, ZIP:
E-MAIL ADDRESS:	FAX:
SIGNATURE:	PRINT NAME:
ON-SITE CONTACT:	CELL PHONE:

For Outdoor Events 20 AMP Minimum Required

ELECTRICAL OUTLETS (Approximately 120V A.C. 60 Cycle)

	120 Volts	Quantity	Advance PRICE $	Regular PRICE $	Cost
	0 - 500 WATTS (5 AMPS)		85.00	125.00	
	501 - 1,000 WATTS (10 AMPS)		150.00	225.00	
	1,001 - 1,500 WATTS (15 AMPS)		175.00	255.00	
	1,501 - 2,000 WATTS (20 AMPS)		195.00	295.00	
	ELECTRICAL SERVICE CONNECTIONS (Approximately 208v A.C. 60 Cycle)				
208 VOLTS SINGLE PHASE	Labor of 1 1/2 hrs/Hook-up & 1 hr/Dismantle will be charged for 208 Volt Services				
	20 AMPS		370.00	555.00	
	30 AMPS		445.00	665.00	
	60 AMPS		560.00	875.00	
	100 AMPS		765.00	1150.00	
208 VOLTS THREE PHASE	Labor of 1 1/2 hrs/Hook-up & 1 hr/Dismantle will be charged for 208 Volt Services				
	20 AMPS		495.00	750.00	
	30 AMPS		595.00	895.00	
	60 AMPS		780.00	1170.00	
	100 AMPS		1030.00	1545.00	
	200 AMPS		1500.00	2325.00	
	400 AMPS		2835.00	4250.00	
	LIGHTING EQUIPMENT (Including Current Consumed)				
	150 Watt Flood Light		70.00	105.00	
	300 Watt Flood Light		90.00	135.00	
	300 Watt Quartz Light		65.00	85.00	
	EXTENSION CORDS (Electricity not included)				
	Single Outlet		30.00		
	Quad Outlet/Power Strip		40.00		
	LABOR				
STANDARD	Mon - Fri 8:00 a.m. - 5:00 p.m. (except Holidays)		85.00		
OVERTIME	Mon - Fri 5:00 p.m. - 8:00 a.m. and Sat/Sun/Holidays		130.00		

SUB TOTAL $	
6.5% FL Sales Tax*	
TOTAL DUE $	

All Tax Exempt clients must send a copy of their Tax Exempt Form

TERMS AND CONDITIONS APPLY

SPECIAL REQUIREMENTS

Dedicated Circuit or 24 hours service required? Yes _____ No _____ (If yes, double electrical outlet or electrical service connection charge.)

RATES FOR HIGHER WATTAGES, VOLTAGE, OR SPECIAL LIGHTING ON REQUEST. SPECIAL HANGING OR INSTALLATION DONE ON TIME AND MATERIAL BASIS.

ISLAND BOOTHS

A scaled floor plan must accompany orders showing locations of electrical outlets, connections, and lighting equipment.

There is a minimum labor charge of (1.5) one and one half hours for hook-up and (1) one hour to dismantle for island booths, special events, and 208 volt services.

FULL PAYMENT DUE PRIOR TO SHOW OPENING

All credit cards will be processed by PSAV

Make all checks payable to PSAV

☐ MasterCard ☐ Visa ☐ AMEX ☐ Discover ☐ Check

Credit Card #: _____ CCI D# _____ E XP Date: _____

Card Holder's Name (PRINT)_____ Authorized Signature: _____

ALL ORDERS MUST BE PAID IN ADVANCE ON U.S. BANKS

Rental rates quoted cover any portion of a seven (7) day consecutive period.

Pricing is effective October 1, 2013 through September 30, 2014 and is subject to change. Applicable sales tax is not included.

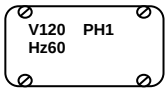
© Disney

REGULATION AND GENERAL INFORMATION

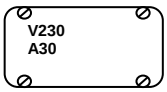
1.Calculate your lighting needs by adding wattage in each location.
2.For other equipment, read the ratings from the metal plate attached to the unit (See Example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.
3.Separate locations require separate outlets (500 watt min.).

Where will my outlet be located?
Your outlet will be located as depicted, unless floor plan is received indicating otherwise.

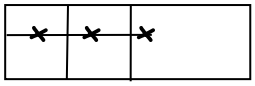
EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT



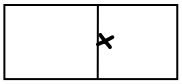
= 120 Volts, Single Phase
= 60 Cycles



= 230 Volt
=30 Amps



INLINE BOOTHS -PENIINSULA



BACK TO BACK PENINSULA

One drop within booth when power source in ceiling or one location at DEG's discretion when power source is in the floor.
Please see Regulation #4 below.

ISLAND BOOTHS

1. Orders must be received with payment a minimum of ten (10) business days prior to scheduled event set-up for discount rates. Orders received less than ten (10) business days prior to scheduled event set-up or without payment will be charged at the floor order rates.
2. The Disney Event Group (DEG) is not responsible for voltage fluctuations or power failure due to temporary conditions. For your protection, you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by our electrician. We will not be responsible for any damage or loss of equipment, component, computer hardware, or software and/or damage or injury to any person caused by the installation, connection, or plugging into any electrical outlet by person other than our electrician.
3. A separate outlet must be ordered for each location where electricity is needed.
4. Rates listed for all connections including bringing the service to booth in the most convenient manner for DEG and DOES NOT INCLUDE connecting equipment, materials, special wiring, or labor. Normally, all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.
5. A minimum charge of one and one half (1½) hour labor for installation and one (1) hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
6. Additional service charges and labor charges may be assessed for installations.
7. All equipment regardless of source of power, must comply with Federal, State, and local codes. DEG reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. DEG is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
10. All exhibitor's cords must be minimum of 14/3 with ground. ALL exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. Material and equipment furnished by DEG for this service order is furnished on a rental basis, remains our property, and shall be removed ONLY by DEG. Price also includes all necessary disposable supplies.
12. DEG employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.
13. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by DEG prior to close of event.
14. Credit will not be given for service installed and not used.
15. Exhibitor holds DEG harmless for any and all losses of power Exhibitor holds DEG harmless for any and all losses of power beyond DEG's control, including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment, or overloads caused by exhibitor.
16. As the official Electrical Contractor, we will be responsible for:
    - All under carpet distribution of electrical wiring
    - All motor and equipment hook-ups requiring hardware connections
    - The above items require electrical labor, which may be ordered in the Electrical Labor sections on the preceding page.
17. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
    - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
    - The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp-on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
    - Zip cords or 2-wire cords are ungrounded and could result in safety hazards. Their use is forbidden to all convention facilities.
18. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.

Exhibitor Company Name: _____

Contact Person: _____ **E-mail:** _____

Phone: _____ **Fax:** _____ **Cell:** _____

Convention Name: _____ **Booth #:** _____

WDW Resort: _____ **Date & Time:** _____

Items	Cost	Quantity	Total Cost
Ice	$3.00++ per lb.		
5 Gallon Water Jugs	$53.00 each ++		
Coffee/Decaf/Hot Tea	$74.00 ++ per Gallon		
Bottled Water	$4.75++ each		
Assorted Bottled Juices	$5.55 ++ each		
Soft Drinks	$4.75 ++ each		
Assorted Danishes	$53.00 ++ per doz		
Assorted Bagels with Cream Cheese	$53.00 ++ per doz		
Whole Fruit	$4.25 ++ each		
Assorted Homestyle Cookies	$53.00 ++ per doz		
Deluxe Mixed Nuts	$29.50 ++ per lb		
Assorted Ice Cream Novelties	$5.50 ++ each		
Individual bags of Chips & Pretzels	$5.50 ++ each		
Cape Cod White Cheddar Popcorn	$5.50 ++ each		
Granola & Health Bars	$5.00 ++each		
Crisped Rice Treats	$53.00 ++ per doz		
Mickey Shaped Chocolate Dipped Crisped Rice Treats**	$67.50 ++ per doz		
Assorted Candy Bars	$5.00 ++ per each		
Chocolate Iced Brownies	$53.00 ++ per doz		
Warm Jumbo Soft Pretzels	$53.00 ++ per doz		
International & Domestic Cheese with Flatbreads & Dried Fruits	$15.00 ++ per guest		
Seasonal from the Garden Crudites with Grilled Onion Cream	$12.00 ++ per guest		
Seasonal Fruit with Yogurt Sauce	$11.00 ++ per guest		
		Subtotal	
Items and quantities are subject to availability		21% Gratuity	
FL sales tax is required on food, beverage & gratuity		6.5% Tax	
Pricing is effective through 09/30/14, although subject to change		Total	

Limited Availability

METHOD OF PAYMENT		
Card Type: American Express__ Visa__ MasterCard__		
Card #:	CCID#	Exp. Date:
Cardholder Name:		

Please return this form and the method of payment to the Disney's Exhibitor Concierge via fax at 407-939-1614.

Exhibitor Sign/Décor Hanging Services Request Form

CONTACT INFORMATION

Please Print			
Name of Show:			
Company Name:		Billing Address:	
City:		State:	Zip Code:
Phone:	Fax:	Email:	
Booth Number:		Contact Name:	

PAYMENT INSTRUCTIONS

Indicate method of payment (required to process order)				
Check: (make payable to PSAV)				
Credit Card:	American Express	Visa	MasterCard	Discover
Card Number:		Expiry Date:		
Card Holder Name: (please print)				
Authorized Signature:				
Date:				

SIGN DESCRIPTION, SIZE, AND WEIGHT

******SIGN POCKETS MUST BE SEWN, NOT GLUED******

For all signs, please provide a detailed drawing with the type and specific location of the anchor points on the item.					
Number of Signs:					
Type:	Cloth	Cardboard	Metal	Wood	Other (please specify material)
Shape:		Rectangle	Triangle	Other (please specify material)	
Size:		Width:	Length:	Height	
Weight of Sign(s)*:					
*Any sign/banner over 100 lbs may require a rigging motor, as determined by PSAV					
Does it require electric?		110 volt/20 amp		220 volt/20 amp	
Define method of attachment (of anchor):					
Installation Date and Time:					
Strike Date and Time:					
Hanging of signs must be scheduled prior to booth or stage assembly. Limited access may not allow for requested sign placement.					

PLACEMENT

The ceiling points and support beams may require your sign to be placed differently than your specifications.	
Feet from back of space:	Feet from front of space:
Feet from left of space:	Feet from right of space:
Feet from floor to bottom of sign:	

For more information or to check on your request, please call Disney's Concierge, Tel: 407-939-1717.
Please review the following information, complete the request form, and fax to Exhibitor Concierge at 407-939-1614 to receive a quote for your job.
Please call 407-939-3050 for specific rigging questions.

Pricing is effective October 1, 2013 through September 30, 2014 and is subject to change. Applicable sales tax is not included.

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Exhibitor Sign/Décor Hanging

For more information or to check on your request, please call Disney's Concierge, Tel: 407-939-1717.
Please review the following information, complete the request form, and fax to Exhibitor Concierge at 407-939-1614 to receive a quote for your job.
Please call 407-947-6823 for specific rigging questions.

THEME PARTIES/EXHIBITOR TRADE SHOWS/LARGE SCENIC ELEMENTS

As a certified **Walt Disney World®** representative, The Disney Event Group is able to provide Rigging Specialists for the installation of irregular or large signs, items in excess of 50 lbs., large exhibit setups, row/aisle signs, décor pieces, etc.

For your safety, all items that need attachment to a ceiling require a Walt Disney World® representative for installation and removal.

PRICING

Note: Charges include lift, hanging points, steel, and crew. One (1) hour call minimums apply to all calls.

Day		Time	Rate
Monday – Friday	Straight Time	8:00 a.m. – 5:00 p.m.	$255 per hour
Monday – Friday	Overtime	5:00 p.m. – 8:00 a.m.	$315 per hour
Saturday – Sunday	Overtime	8:00 a.m. – 12:00 midnight	$315 per hour
Saturday – Sunday	Double Time	12:00 midnight – 8:00 a.m.	$375 per hour
*Holidays	Double Time	8:00 a.m. – 12:00 midnight	$375 per hour

Holidays include: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

Contact your Convention Services Manager for pricing associated with banners, items weighing less than 50 lbs., or attachments to walls.

LABOR

- In our effort to save you time and money, the scheduling of your installation will be left to the discretion of The Disney Event Group. For critical, time-sensitive setups, a four (4) hour minimum may apply.
- To maintain the highest level of safety during installation and/or strike of materials, additional crew and/or equipment will be used if your Disney Event Group representative deems it necessary. Additional labor will be provided at a rate of $60 per hour/per technician.
- Additional callbacks for adjustment, add-ons, etc. will be billed at a two (2) hour minimum.

EQUIPMENT

- All assembly and disassembly of displays, décor, or signs will be the responsibility of the exhibitor and must be completed prior to crew's arrival to hang item. For a complete list of preparation requirements and authorized materials, please call your Disney Event Group representative.
- Hanging anchor points must be provided on the display, décor, or signs and meet the weight and hardware requirements as required by the appropriate municipal agencies (Reedy Creek Improvement District).
- All anchors, attachments, and hanging fixtures must be closed eye.

POLICIES

All ceiling rigging must adhere to the rigging guidelines document – ISTD-191014 Rev B.

- Electrical signs must be in working order according to the standards dictated by the National Electrical Code. All electrical power requests must be ordered in advance.
- The Disney Event Group must receive a complete list of technical and other requirements, including a full production schedule, at least 21 days prior to the event expected load-in date.
- Technical requirements include (but are not limited to) CAD drawings, floor plan, specs of flown equipment, and all critical, time-sensitive scheduling needs.

Pricing is effective October 1, 2013 through September 30, 2014 and is subject to change. Applicable sales tax is not included.

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Print Form

Exhibitor Service Request at Walt Disney World Resort

SmartCity
CONNECT SMARTER

Convention Name	Booth Number
Contact Name	Email Address
Convention Resort	

Billing Information :

Company Name	Phone	Fax	
Address	City	State	Zip
AMEX/MC/VISA #	Expiration Date	Authorized Signature	

Service Information :

Installation Date	Time (AM/PM)
Removal Date	Time (AM/PM)

Services:	Rates:	Quantity:	
Telephone/fax/modem line One time installation fee	$200.00 each	Qty Requested:	Local Calls are Fee 800 Calls are $.95 each Long Distance Calls are $.30 each
Telephone Instrument	$30.00 each	Qty Requested	
Shared Ethernet 1.54mb Service for Internet Access. Includes Single IP* One time installation fee	$850.00each	Qty Requested:	
Additional IP Address One time installation fee	$75.00 each	Qty Requested:	
Patch Cable Rental 8 Port Hub Rental	$50.00 each $150.00 each	Qty Requested: Qty Requested:	
Shared Ethernet 1.54mb Service for Internet Access. Includes Single IP* Daily Rate	$550.00 Daily	Qty Requested:	This is a daily rate.
Dedicated T-1 Internet Service (40 IP Addresses)* One time installation fee	$5500.00	Qty Requested:	
ISDN Service without modem One time installation fee	$500.00 each	Qty Requested:	

Please Note:

Expedite Fees:	Less than 10 days	Less than 24 hrs.
Telephone lines	$75.00/line	$100.00/line
Shared T-1 Service for Internet Access	$250.00/line	$250.00/line
Dedicated T-1 Internet Service	$250.00/line	$500.00/line

*Rates listed include bringing the service to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP/IP software or power to the booth.

Smart City Solutions Federal ID is 22-3810189

A distance fee of $500 will be charged for each line requested outside the convention venue.

Prices are subject to change and do not reflect taxes. Taxes will be added to your final bill. For questions regarding our services or to verify rates please call (407) 828-6900. Fax or Email Completed Orders to conventions@smartcity.com or fax number 407-828-8099.

For evening, weekend, and emergency call out work, please call a on-call Representative at: 321.436.5129.

Customer Acceptance of Terms and Conditions:

_____ Date: _____

Smart City Solutions 3100 Bonnet Creek Road Lake Buena Vista, Florida 32830

TRADE SHOW SERVICES FORM

AMERICAN AUDIO VISUAL

AAV offers a full range of cutting edge AV and related equipment in various sizes. IF YOU REQUIRE EQUIPMENT OR OUR CREATIVE SERVICES NOT LISTED HERE, WE WILL BE HAPPY TO PROVIDE A CUSTOMIZED QUOTE!

For how it looks, and how it sounds, we have earned our slogan: *ALWAYS* Your Friend in the AV Business!

20% OFF! Orders received 2 weeks+ before show get a 20% discount!

TRADE SHOW SERVICES

Monitors
- 20" Flat Panel LCD Monitor $75
- 24" Flat Panel LCD Monitor $125
- 32" Flat Panel LCD Monitor $175
- XGA 42" Plasma Monitor w/ Table Stand $200
- XGA 50" Plasma Monitor w/ Table Stand $250
- LCD 65" HD Monitor $350
- Plasma Floor Stand $75

Computer Equipment
- Laptop $175

Video Equipment
- 6x6 Tripod Screen $20
- XGA 3000 LUM LCD Data Projector $195
- XGA 6500 LUM LCD Data Projector $450
- BluRay $60
- DVD Player $35
- DVD/VHS Player $50

Audio Equipment
- Audio Interface (CRAB) $25
- Mackie 1402 10 Channel Mixer..... $45
- Wireless Microphone (Hand-Held or Lavaliere) $90
- Floor Microphone $25
- Anchor 1000 Speaker $35
- 15" Powered Speaker w/ Stand $100

Miscellaneous
- Flipchart, Pad, and Markers $25
- A-Frame Easel $8
- Whiteboard, Eraser, & Markers $35
- AV Cart w/ Black Skirt $20

Our Terms: *All prices are per day charges. When contracting AV equipment, renter agrees to return all equipment in good condition. Any loss or damage will be paid for by renter. Equipment and technical assistance will be onsite minimum 2 hours prior to show.*

Qty.	Description of Equipment	Price Per Day	# Days	Total
			Subtotal	
			Applicable Florida County Sales Tax	
			Delivery & Pickup (10% of Subtotal with $25.00 minimum)	
			Total	

Equipment Ordered by

E-mail Address

Name of Show

Location/Hotel

Booth #

Delivery Date Time

Return Date Time

On-Site Contact

On-Site Contact Phone

Do you require specific setup assistance?

Firm Name

Billing Address

City State ZIP

Phone

Fax

Payment by ☐ Check ☐ VISA ☐ MasterCard ☐ AMEX ☐ Discover

Card #

Expiration Date V-Code

Signature

Please Fax or E-mail Completed Form

9484 American Eagle Way | Orlando, FL 32837 | 407.888.8300 | fax 407.888.0088 | email info@americanaudiovisual.com | www.americanaudiovisual.com